

SR. ASSISTANT CITY ATTORNEY

DISTINGUISHING FEATURES

The fundamental reason the senior assistant city attorney exists is to primarily provide a wide range of legal services to one or more city departments, including advice and counsel, drafting and negotiating, professional legal work regarding legal problems with City departments, or to participate in litigation to which the City is a party. This class is the journey level class in the Assistant City Attorney series and is not supervisory. This class is distinguished from the Assistant City Attorney by the performance of the full range of duties as assigned including preparation of major civil court cases, providing legal representation on major Federal, State and local administrative matters, and providing mentoring to other attorneys. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, may work independently on major legal problems and projects, and are fully aware of the operating procedures and policies of the City and the legal department. Positions within this class are normally filled by advancement from the lower class of Assistant City Attorney or when filled from the outside requires considerable prior professional legal experience.

ESSENTIAL FUNCTIONS

Gives legal advice, prepares legal opinions, memoranda and data for the guidance of the departments in the City.

Renders legal advice to employees at most levels and occasionally the City Council.

Keeps abreast of current court decisions and legislation, and advises relevant City departments of the effects of those decisions on the City's business.

Writes, prepares, and reviews contracts.

Analyzes claims by or against the City; responsible for the preparation of civil court cases, including the negotiation of settlements when so directed.

Provides legal representation on Federal, State and local administrative matters.

Works independently on legal problems and projects.

Attends City Council meetings or Boards and Commission meetings as designated to give legal advice.

Participates in the City's legislative program, including speaking to committees of the State Legislature or the United States Congress.

Responsible for the preparation of major civil court cases, including the negotiation of settlements when so directed.

Provides legal representation on major Federal, State and local administrative matters.

Works independently on major legal problems and projects.

Provides mentoring to other attorneys in the department to improve the level of service provided by younger attorney's, attorney's new to the department, or to attorneys working in an areas with which the Senior has superior knowledge

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Judicial procedures and rules of evidence.

The principles, practices, methods, materials and references utilized in legal research.

Principles of civil and criminal law; and the methods and practices of pleading, including electronic research.

Work with only occasional assistance and/or instruction as new or unusual situations arise.

Microsoft Office software, specifically Word.

Ordinances, statutes and court decisions relating to municipalities.

Organization and operating procedures of the City Attorney's office.

City policies, procedures, laws and regulations.

Ability:

Analyze, appraise and organize facts, evidence and precedents and to present such material in a clear and logical form.

Determine alternative courses of action and the impacts of such courses of action and to recommend choices.

Present oral and written information in a clear and concise manner using proper sentence construction, grammar and punctuation.

Coordinate visual and muscular dexterity to enter data or information into a terminal, PC or other keyboard device; operate a variety of standard office equipment including a computer terminal, a variety of computer software, telephone, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.

Communicate effectively, both orally and in writing.

Establish and maintain effective relations with court officials, City officials, City staff and the general public.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of training and experience equivalent to five years experience as a licensed, practicing attorney, with a minimum of three of those years as an assistant city attorney in Scottsdale. Requires graduation from a school of law accredited by the American Bar Association and current membership in the Arizona State Bar Association.

FLSA Status: Exempt

HR Ordinance Status: Unclassified

